To Create Shortcut Folders on a Mac

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| 1. Click  to open your Finder Window. |  |
| 1. If you do not see the Teacher icon on the left under Favorites, we will turn that on to help us. Click Finder up at the top Menu and Select Preferences. You can personalize your favorites, but we want to make sure Teacher is marked. |  |
| 1. Now find the folder you want to make the shortcut. Right-click (or Control-Click) on the folder to bring up the menu. Choose “Make Alias.” |  |
| 1. The new “Alias” folder will appear below the original folder. Just click and drag the “Alias” folder to your Desktop. |  |
| 1. Notice all “Alias” folders have an arrow in the bottom left-hand corner so that you are aware they are not the real folder.   \*\* When you are backing up your computer, make sure to back-up your original folders and not your “Alias” folders. |  |